



# registration

## Before Registering

### Strategies for Choosing Courses

[www.washington.edu/uaa/gateway/advising/registration](http://www.washington.edu/uaa/gateway/advising/registration)

#### Consider your intended major

- *If You Have A Major Identified:* Investigate the requirements to determine the basic required sequences. This is especially important for majors in the sciences, engineering, fine arts, and foreign languages. Science and engineering majors often have two prerequisite courses per quarter: a math and a science course.
- *If You Have Interest In Several Majors:* Identify the majors with the most extensive requirements. Take one or two of these courses each quarter. Take an introductory course to explore one of the other majors of interest.
- *If You Have No Idea What To Major In:* Explore your interests by taking a course or two in possible majors of interest. If you are thinking at all about a science major, consider taking a math or introductory science class.

#### Work on general education requirements

- *English Composition*
- *Writing Courses*
- *Foreign Language:* Even if you plan to major in a department that doesn't require a foreign language, starting or continuing a foreign language may be a good idea. See Table 1.5 on page 25 for some ideas. You may need a placement test; see the information on page 39.
- *Areas Of Knowledge:* If you're a science major, consider taking a VLPA or I&S course. If you're an English or History major, consider an NW course. For ideas, look at the Suggested General Education Courses list at [www.washington.edu/uaa/gateway/advising/registration/sgec.php](http://www.washington.edu/uaa/gateway/advising/registration/sgec.php).

#### Other suggestions

- Entering Freshman? Consider a FIG, ALL, and/or a Freshman Seminar.
- Entering Transfer Student? Consider a TRIG.
- Continue a sequence that you have started (calculus, French, etc.).
- Balance your load: don't take more than two courses that are hard for you. Balance interpretive, creative analysis with quantitative problem solving.
- Ask your friends for suggestions of courses and instructors they enjoyed.
- See what other students have recommended at [www.washington.edu/uaa/gateway/advising/registration/rec.php](http://www.washington.edu/uaa/gateway/advising/registration/rec.php).
- Try to take at least *one small class* with only 20–30 students.
- Take a course that you think will be *interesting and fun*.

## Other things to consider

- **Times:** Before you register, if you haven't already done so, check the times of each of your classes in the time schedule to make sure that they don't conflict. What times of day you are most productive? Would you prefer morning, afternoon, or evening classes? If there are several sections, choose the one that appeals to you time-wise. Also, do you want your classes one after the other, or do you want breaks in-between?
- **Work:** Keep in mind that work will affect how many credits you can carry. Studies show that students working fewer than 20 hours per week do better academically than those who work more hours.
- **Number Of Credits:** Do you have a manageable number of credits? 12-18 credits is full time, and a typical load is 15, but consider the workload of each class and determine what is the right load for you based on your other commitments. Remember: 1 credit = 3 hours of work per week, on average.



## Internet Tools for Finding Courses

### Schedule Finder

[sdb.admin.washington.edu/timeschd/uwnetid/findschd.asp](http://sdb.admin.washington.edu/timeschd/uwnetid/findschd.asp)

If you know which courses you want to take, the online Schedule Finder can help you choose the right sections of each class so that they don't overlap. Select the right quarter, then enter the department abbreviations and course numbers of the courses you want.

If you're already registered for one or more courses and you want to keep the sections you're already in, you can "lock" those sections by entering the department, course number, and section letters, and the Schedule Finder will fit your other courses around your current course(s).

If you like, you can enter an earliest start time and a latest end time. It's also a good idea to check the box marked "Check to exclude course sections requiring Entry Codes." The computer will then ignore sections that are open but have restrictions, such as sections reserved for FIGs and ALLs. Submit your request, and the Schedule Finder will come back with a list of possible combinations. If you like, you can click on "Display Visual Schedule" to see what each schedule looks like on a weekly calendar. Schedule Finder lists only the first ten options, so if you want to see more you may have to adjust the information you're giving it. If you like one of the combinations, you can register for it by clicking the "Register for this Schedule" button located above each combination.

You can get to the Schedule Finder from the Registration page in MyUW. It goes live one week before Period 1 registration begins.

### Course catalog search

[www.washington.edu/students/crscat](http://www.washington.edu/students/crscat)

By entering keywords into the online Course Catalog search, you can find courses in your area of interest. For example, you could search for courses that include a word or phrase such as "robotics," "Indonesia," or "animal behavior." The computer will return a list of departments that offer at least one course with that keyword in the title or course description. Choose the department you'd like to investigate first, then click on "Cached" near the end of the listing. You will get a list of the courses offered by that department with your keyword(s) highlighted in color. You can then check the Time Schedule to see if a particular course is being offered this quarter.

You can access the Course Catalog search from the Registration page in MyUW. Click on "Course Catalog," and enter your search term(s) in the box in the upper righthand corner.

## General Education Search

[www.washington.edu/students/timeschd/genedinq.html](http://www.washington.edu/students/timeschd/genedinq.html)

This search function helps you to find all open courses that meet selected general education requirements. For example, if you want to take an Individuals and Societies (I&S) course, but don't know exactly which one, you can search for all open I&S courses between selected times and find out all your options.

First, select the right quarter. Then, choose the requirement you'd like to search for from the drop-down menu. You can enter an earliest starting time, latest ending time, a credit range (e.g., 3–5 credits), a course range (e.g., 100-level, 200-level, etc.), and can choose to exclude courses requiring Entry Codes, prerequisites, and courses with registration restrictions (this is usually a good idea). You can also indicate the minimum number of credits you want each class to be worth, and which UW campus you want to search for classes for.

When you click the button “Find Open Courses,” the computer will return a list of currently open courses that fit your criteria. A couple of things to note:

- The list starts at the beginning of the day (or the time you selected) and goes through to the end of the day (or the time you selected).
- Most courses with prerequisites will say “Check prerequisites” in the Notes column.
- The SLN, Title, and Notes columns are hyperlinked; click on them to find out more about the class.
- Only the lecture section is listed. Most courses also require you to sign up for a quiz section, and you'll need to look in the Time Schedule to find one that works for you.

This document is often many pages long; don't forget to click on “More” at the bottom.

You can get to the General Education Search from the Registration page in MyUW.

## Suggested General Education Courses

[www.washington.edu/uaa/gateway/advising/registration/sgec.php](http://www.washington.edu/uaa/gateway/advising/registration/sgec.php)

This tool provides lists of primarily 100- and 200-level introductory (i.e., with no prerequisites) courses that you might consider in order to satisfy a VLPA, I&S, or NW requirement. The courses listed here are largely a subset of the courses you would get if you used the “General Education Search” function above, but this list also includes some courses that do not count toward any of the three Areas of Knowledge.

To get to these lists from the top of the Time Schedule click “Registration Resources” then “Suggested General Education Courses.”

## New courses

[www.washington.edu/uaa/gateway/advising/registration/new-courses.php](http://www.washington.edu/uaa/gateway/advising/registration/new-courses.php)

This page lists dozens of courses being offered in the upcoming quarter that are new to the university since the last catalog date.

It is currently accessible from the “Suggested General Education Courses” page or at the webpage above.

## Special offerings

[www.washington.edu/uaa/gateway/advising/registration/ncso.php](http://www.washington.edu/uaa/gateway/advising/registration/ncso.php)

This page lists selected special topics courses, and courses by visiting scholars. These courses, often some of the most unique the University of Washington has to offer, are many times overlooked by students because of the huge number of courses offered each quarter.

It is currently accessible from the “Suggested General Education Courses” page or at the webpage above.

## Courses recommended by students

[www.washington.edu/uaa/gateway/advising/registration/rec.php](http://www.washington.edu/uaa/gateway/advising/registration/rec.php)

If you want to know what courses other students are really raving about, check out this resource. It lists recommendations by students for students.

## Enrollment Summary

The Enrollment Summary lists the current number of seats available in all courses offered by a single department. For example, if you wanted to take a psychology course, but didn't know which ones were open and didn't want to click on each course individually, you could click on “Enrollment Summary” and see the number of seats available in each psychology course.

The link to the Enrollment Summary for each department is available near the top of that department's page in the Time Schedule.

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## Did you know?

*The original name of Red Square was Suzzallo Quadrangle, but in 1969, student Cassandra Amesely's propaganda project was to get students to refer to it as Red Square. It worked!*

## Course Evaluation Catalog

[www.washington.edu/cec](http://www.washington.edu/cec)

You can use this tool to find out the student ratings for the various instructors of a course you are planning to take. The Instructional Assessment System is used to collect and summarize student ratings of instruction, and is used in more than 8,000 courses annually at the University of Washington. The Course Evaluation Catalog is an online summary of these data.

In order to use the information presented, it is important to remember that the numbers are only one indication of course quality and should be interpreted with caution. For example, students who do better in the course may tend to give instructors higher ratings. A “4.0” student may say difficulty was low and workload about right, while others who did poorly may not. It is also helpful to consider that any sample group will have its own biases that could distort the numbers.

To get a more accurate sense of the meaning of a particular score, consider the number of students who participated in the survey and the response rates that appear in the survey. Ratings for a class of 100 with only 3 responses turned in are much less representative of the class as a whole than are ratings for a class of 100 where 94 surveys were returned.

## Instructor Class Descriptions

[www.washington.edu/students/icd](http://www.washington.edu/students/icd)

If an Instructor Class Description has been prepared there will be links to it from the Course Catalog and the Time Schedule. Just click on the instructor’s name. Or you can look at the whole catalog by going to this webpage. ICDs give information on recommended preparation, class assignments, and grading.

## Department homepages

[www.washington.edu/home/departments/departments.html](http://www.washington.edu/home/departments/departments.html)

If you’re interested in a particular subject, check out the department homepage. Some list special class offerings, classes of interest, or additional information about classes being offered.

## Sit in on a course

[admit.washington.edu/visit/SampleUWClass](http://admit.washington.edu/visit/SampleUWClass)

Sit in on a course now to plan for next quarter. Every quarter, the Office of Admissions lists dozens of courses for prospective students to sit in on, and there’s no reason you can’t sit in on them, too!



*Denny Hall*

## Getting into Courses

### Entry (add) codes

Courses marked with a “>” in front of the schedule line number require an entry code (sometimes called an add code) for registration.

Entry codes are used when there is a requirement for the course that for some reason can’t be programmed into the computer, or when the department wants to talk to each student to make sure your background is appropriate for the course. The Time Schedule often tells you where to request an entry code.

If the information isn’t there, contact the department adviser or the instructor. There is a list of advisers on page 51; the Faculty/Staff Directory is at [www.washington.edu/home/staffdir.cgi](http://www.washington.edu/home/staffdir.cgi).

Entry codes are often required only in certain registration periods. For example, an entry code might be required in Period 3, which is the first week of the quarter, but not in Periods 1 and 2 when most registration occurs. After the first week of the quarter, all courses require entry codes. For more about registration periods, see page 38.

### Prerequisites and cancellation

Many UW courses have prerequisites: courses that must be completed before the course in question. Any prerequisites are listed in the online Course Descriptions.

Courses requiring prerequisites are indicated with the word “prerequisites” in the title line in the Time Schedule. The computer checks to see if you have completed the prerequisite or have it in progress. If the computer can’t locate the prerequisite in your record, it won’t allow you to register for the course.

Sometimes you may actually have the prerequisite for a course but the computer doesn't know it—for example, if you took the prerequisite at another school and the transfer credit hasn't yet been posted, or if the course was posted as “X credit” rather than an equivalent UW course. In such a case, contact the department adviser.

Courses with prerequisites may be marked “Cancellation in effect” as well. If you have the prerequisite for such a course in progress when you register, the computer checks at the end of the quarter to make sure you successfully completed the prerequisite. If not, your registration for the course is cancelled and you're sent notification by email. Courses with cancellation in effect usually require a minimum grade in the prerequisite; this grade is included in the prerequisite statement in the online Course Descriptions.



### What if the course you want is full?

[www.washington.edu/uua/gateway/advising/registration/tgicrc.php](http://www.washington.edu/uua/gateway/advising/registration/tgicrc.php)

If the course you want is closed, you may still be able to gain admission in one of these ways:

- *Keep checking the online Time Schedule.* There is a great deal of dropping and adding, and it's amazing how many students eventually get into a course by finding a space that just opened up. Also, sometimes departments add new sections to crowded courses.
- *Contact department advisers.* Sometimes they know if the department plans to add space to the course, or if the instructor is taking a waiting list. There is a list of department advisers on page 51. Department advisers also usually know when in the future the course will be offered again.
- *Contact the instructor.* A few instructors take waiting lists, although this isn't very common. Sometimes

instructors will “overload” you into the course—although they aren't required to overload, and most won't do so until the quarter starts and they can see what the demand is. Some courses and some instructors never overload—but it never hurts to ask. The Faculty/Staff Directory is at [www.washington.edu/home/staffdir.cgi](http://www.washington.edu/home/staffdir.cgi).

- *Go to the course on the first day of the quarter.* If you're the only student who wants an overload, your chances are good.
- *Some UW courses are “offered jointly”, which means one course is offered under two names.* An example is COM 440/POL S 461: Mass Media Law. COM 440 and POL S 461 are the same course, same times and places, same instructor. In the Time Schedule these courses have the notation “J”, and if you click on the SLN you'll see the other name that the course is offered under. You can enroll in a jointly offered course under either title, and the tip is that there may be registration restrictions under one title but not under the other, or one may be full while the other is still open. Always check under both titles!

How much trouble you're willing to go through to try to get into a class depends on your own stamina and how much you need the course. It's always a good idea to have alternate courses in mind, and to go ahead and register for one in the meantime.

Although it can be frustrating to be closed out of a class, sometimes it's better to stay with an alternate course rather than still be trying to settle your class schedule even a few days into the quarter. UW courses move very quickly, and you can be so far behind if you add a course late that you'll never entirely catch up.

### Repeating a class

Aside from courses that are designed to be repeated (e.g., independent study, research) you may repeat a course only once, with departmental permission. This applies to all courses for which you have received any numerical grade (including 0.0), “I”, CR/NC, or S/NS (see page 11). Consequently, you may find yourself unable to register for a course you've taken before. In practice, the “departmental permission” mentioned above will be a registration period restriction (see below), an entry code restriction (see page 36), or no restriction at all.

In order to repeat a course again (i.e., take it a third time), you must contact the department for permission. For information about grades for repeated courses, see page 11.

### Sample Class-Standing Calculation

A student in her second quarter at the UW, entered UW with 20 credits of AP and Running Start credit, completed 15 credits her first quarter, and is currently registered for 15 credits this quarter.

AP + Running Start.....	20 credits
UW credits completed .....	15 credits
UW credits in progress.....	15 credits
	50 credits

Even though it's only her second quarter at the UW, she'll be registering as a sophomore.

### Registration periods

Registration periods are used to control when certain groups of students can register for certain classes. Period 1 is the time when currently enrolled students register, Period 2 is the time when new students register, and Period 3 is the first week of classes. The dates for these periods each quarter can be found in the online Academic Calendar ([www.washington.edu/students/reg/calendar.html](http://www.washington.edu/students/reg/calendar.html)), and are listed in the Time Schedule.

Departments use registration periods either to allow declared majors to register for their classes before students outside the major, or to keep students from adding the course after the quarter has begun. If there is a registration period restriction on a class you want to take, make sure you understand it so you can get into the class as soon as you're eligible. The basic rule: restrictions are in effect only for the Period that is noted.

If a class has a registration period restriction, "Restr" will appear to the left of the course listing in the Time Schedule. To find out what the restrictions are, click on the 5-digit number (the Schedule Line Number or SLN) for that class; the restrictions will be listed in the "Notes" section.

For example:

PSYCH majors only Period 1  
(2/22/09-3/9/09)

means you can sign up for the class during Period 1 only if you have already applied and been admitted to the psychology major; if not, you have to wait. Since there are no restrictions for Periods 2 or 3, you can register for this course beginning on the first day of Period 2.

Another example:

Add Code required Period 3  
(beginning 3/31/2008)

In this example, there are no restrictions until Period 3, which means you can sign up for it without an add code anytime before the first day of class.

Just so you know, sometimes these restrictions get pretty complicated. For example:

No freshmen Period 1  
(2/22/2008-3/9/2008)  
Only majors from ENGR and PRENGR Period 1  
(2/22/2008-3/9/2008)  
Only majors from ENGR and PRENGR Period 2  
(3/10/2008-3/30/2008)  
Add Code required Period 3  
(beginning 3/31/2008)

So...if you are a declared engineering or pre-engineering student and you aren't a freshman, no problem—just sign up! If you are a declared engineering or pre-engineering student and you are a freshman, you have to wait until Period 2 to register for this class. If you wait until Period 3, anyone can register for this class, but you need to get an add code first.

### Credit limits

Until the first day of class (that is, Period 3), you can register for only 19 credits. After that you can add additional credits up to a maximum of 30 credits per quarter, including summer.

### Registration holds

In several situations your registration may be blocked. If you have a registration hold, there is a link from Web Registration where you can find out which office has placed the hold. Below are some of the more common reasons:

**105-credit Rule:** You must declare a major by the time you have earned 105 credits or a hold will be placed on your registration until you either: 1) declare a major, or 2) meet with an adviser and receive a premajor extension. You will be granted a premajor extension if in your conversation with an adviser it is clear that you have a major in mind, you've made good plans, you're taking the appropriate steps to prepare for that major, and, if the major is competitive, you have made alternative plans in the event you are not accepted into your desired major.

The hold is placed when 105 or more credits have been *completed*. Transfer students who are admitted to the University with 105 or more credits are expected to declare a major before their second quarter at the UW, or obtain an extension from an adviser. For more information, see p. 15 and: [www.washington.edu/students/reg/regpol.html#Q3](http://www.washington.edu/students/reg/regpol.html#Q3).

**210-credit Rule:** If you have not graduated by the time you earn 210 credits, a hold will be placed on your registration until you and your department adviser submit graduation application or a petition outlining your plan to graduate within two quarters. The plan must be approved by your college. The threshold for this rule may change to 180 credits for many majors in 2010-2011. For more: [www.washington.edu/students/reg/regpol.html#Q3](http://www.washington.edu/students/reg/regpol.html#Q3).

**English Language Proficiency Requirement:** If you enter the UW without qualifying test scores or a Washington AA degree, you may have to demonstrate English proficiency before you can register. For more information: [depts.washington.edu/registra/students/elpr](http://depts.washington.edu/registra/students/elpr)

**Student Accounts:** If you owe money to the UW for tuition, late registration fees, etc., your registration will usually be blocked until the situation is resolved.

**Library Fines:** Return your library materials!

**Departments:** Some departments will block your registration if you have neglected to return a lab key or other equipment.

**Immunization:** All enrolled matriculated students, and all students living in UW residence halls or single-student apartments, are required to provide proof of measles (rubeola) immunity. You are not allowed to register for any classes until the Hall Health Primary Care Center (see page 103) confirms that this has been satisfied.

### Time conflicts

Web Registration will not allow you to register for two courses that meet at the same time or for courses with overlapping meeting times.

If you want to add a course that conflicts with another, you must add the second course in person at the Registration Office, 225 Schmitz Hall.

**Conflicts Of One Hour/week Or Less:** You must obtain verbal approval of both instructors, then go to the 225 Schmitz Hall to register.

**Conflicts Of More Than One Hour/Week:** You must obtain a signature from each instructor on a Registration Transactions form, then go to 225 Schmitz Hall to register. The form is available at: [depts.washington.edu/registra/forms/regtranform.pdf](http://depts.washington.edu/registra/forms/regtranform.pdf).

### Did you know?

*Six UW faculty members have won Nobel Prizes since 1989. Five have won Nobel Prizes in medicine since 1990, more than any other institution in that time period.*



Schmitz Hall

## Placement Testing

### Do you need a placement test?

OEA Testing Center  
440 Schmitz Hall  
206-543-1170

[www.washington.edu/oea/services/testing\\_center](http://www.washington.edu/oea/services/testing_center)

### Mathematics

You need to take a math placement test if both of the following are true:

- You're interested in a program that requires college math—this includes engineering, sciences (biology, chemistry, etc.), premed, business, and psychology; and
- You don't already have college credit for algebra or calculus, MATH 098 (0 credits), a Calculus AP score of 2 or higher, or an IB Higher Level math score of 5, 6, or 7.

We can use most college credit you have in algebra or calculus, or MATH 098 (0 credits), or your AP or IB score, to place you in math. If you have any of these, you don't need to take a math placement test. Note that all UW math courses require a minimum grade in the prerequisite; see the online Course Descriptions ([www.washington.edu/students/crscat](http://www.washington.edu/students/crscat)) for details.

### Chemistry

You need to take the chemistry placement test only if you're interested in the honors chemistry series, CHEM 145, 155, 165. If you're in the Honors Program and considering a science major, you should consider taking this sequence. It's also recommended for students who want to major in chemistry or biochemistry. A Chemistry AP score of 4 or 5 or an IB Higher Level chemistry score of 5, 6, or 7 places you into CHEM 145 without a placement test.

## Foreign Language

You need to take a foreign language placement test IF you plan to continue the foreign language you took in high school. (If you already have college credit in that language you can continue on with the next course; no placement test is required.) The Korean placement test is required if you have any background, formal or informal, in Korean.

All majors in the College of Arts and Sciences, School of Social Work, and College of Education require foreign language through the third college quarter. Majors in most other colleges, including Engineering and Business, don't require foreign language past the two high school years required for UW admission. You may want to talk with an adviser about whether you should take a foreign language. If you plan to continue your foreign language but not right away, you should probably wait and take the placement test just before you resume your study.

## Music History/Music Theory

Contact the music department at 206-543-8273 to determine whether you should take music placement tests. These tests are usually taken only by prospective music majors.

## Math placement tests

There are three math placement tests (although only the MPT-G and MPT-A will be offered this summer; if you planned to take the MPT-I, you should take the MPT-G).

The General Math Placement Test (MPT-G) is directed toward students who have less than three or four years of high school math and who will be entering pre-calculus or general college-level math classes.

The Intermediate Math Placement Test (MPT-I) is of the same level of difficulty at the MPT-G. It is directed toward students who have less than three or four years of high school math and who will be entering pre-calculus or general college-level math classes. The test covers Elementary Algebra, Intermediate Algebra, and Pre-Calculus I. You should take the Intermediate Math Test if you had 3 years of high school math, through algebra/trig or the second year of high school algebra. The highest you can place with this test is precalculus (MATH 111 or 120).

The Advanced Math Placement Test (MPT-A) is directed toward students who have taken at least three or four years of high school math and who wish to enroll in Calculus. It covers Intermediate Algebra and Pre-Calculus I and II. You should take the Advanced Math Test if you had at least 4 of high school math, through

advanced algebra, math analysis, or calculus. The highest you can place with this test is 1st quarter calculus, MATH 124 (or MATH 144 or Q SCI 291).

UW has no test to place you above the first quarter of calculus. However, a Calculus AP score of 3 or above, or an IB score of 7, places you above the first quarter of calculus (see page 10).

## Cost and ID

If you register and test during the summer statewide testing program, placements tests cost \$15 each (paid online via PayPal). Testing on campus costs \$25 (cash or check) for foreign language and chemistry tests, and \$35 (cash or check) for math tests. You'll need picture ID and your UW student number or social security number. You may not use a calculator during the math placement test.

## Test length

Most placement tests take 60 minutes. The Music Theory test is 2 hours and the Music History test is 90 minutes. The tests start promptly at the scheduled time.

## Scores

If you take your placement test during the summer statewide sessions, your results will be available in 2 weeks. If you take your placement tests on campus, scores will be available the next business day. If you take a placement test at your Advising and Orientation session, your test results may not be ready right away, but will be available by the time you are scheduled to register.

## Repeating tests

French, Italian, and Spanish tests may be repeated after six months have passed. The Japanese test may be repeated once per quarter. The German and Korean tests can be taken twice in a 12-month period with a 75-day wait between tests.

A math placement test may be repeated once, after two weeks have passed. A test cannot be taken a third time until one year has passed since the first test. There are three math placement tests: General, Intermediate, and Advanced. The rules for repeating apply to each test. For example, you could take the Intermediate Test and then immediately take the Advanced Test, and then repeat either (or both) tests two weeks later. The best test score is used for placement.

## Sample tests

Sample math placement questions are at [www.washington.edu/oea/services/testing\\_center/aptp/practice.html](http://www.washington.edu/oea/services/testing_center/aptp/practice.html). A sample Spanish placement test is at [depts.washington.edu/spanlang/100/placement\\_test.htm](http://depts.washington.edu/spanlang/100/placement_test.htm).

## Language tests available

We offer placement tests in Spanish, French, Italian, German, Japanese, and Korean, and proficiency tests in Arabic, Hebrew, Hindi, Persian, Polish, Portuguese, Russian, Ukrainian, and Urdu. For proficiency tests, call the Testing Office at 206-543-1170 to schedule a test date. Lengths and costs for proficiency tests vary. For other languages contact the department for placement information.

- Asian Languages 206-543-4996
- Classics (Greek, Latin) 206-543-2266
- Near Eastern Languages 206-543-6033
- Scandinavian Studies 206-543-0645
- Slavic Languages 206-543-6848



*The four Ionic columns in Sylvan Grove Theatre are all that remain of the Territorial University, established in 1861 in downtown Seattle before Washington became a state. When the columns were installed on the campus of the University of Washington in 1921, they were given the names Loyalty, Industry, Faith and Efficiency.*

## Registration

### Registering for Courses

[myuw.washington.edu](http://myuw.washington.edu)

#### Web Registration

Get to Web Registration by opening MyUW at the URL above (or go to the UW homepage and select MyUW). Once in MyUW, select “Registration.” Most students find Web Registration easy to use, but we have provided some instructions starting on the next page.

Web Registration is available 24 hours a day, 7 days a week, with the following exceptions:

- A brief (2 minutes or so) interruption each night around 1:30 a.m.
- Most Sunday mornings from 8:00 a.m. to 10:00 a.m. for system maintenance.
- Service may be interrupted on weekends for additional system and equipment maintenance.

#### In-Person Registration

The registration windows on the second floor in Schmitz Hall are open weekdays from 8:00 a.m. to 5:00 p.m. Some registration transactions must be completed in person, but most of the time you’ll be registering on the Internet.

In general, advisers will not register you for your classes. There are some specific circumstances, however, in which an adviser will register you for individual classes.

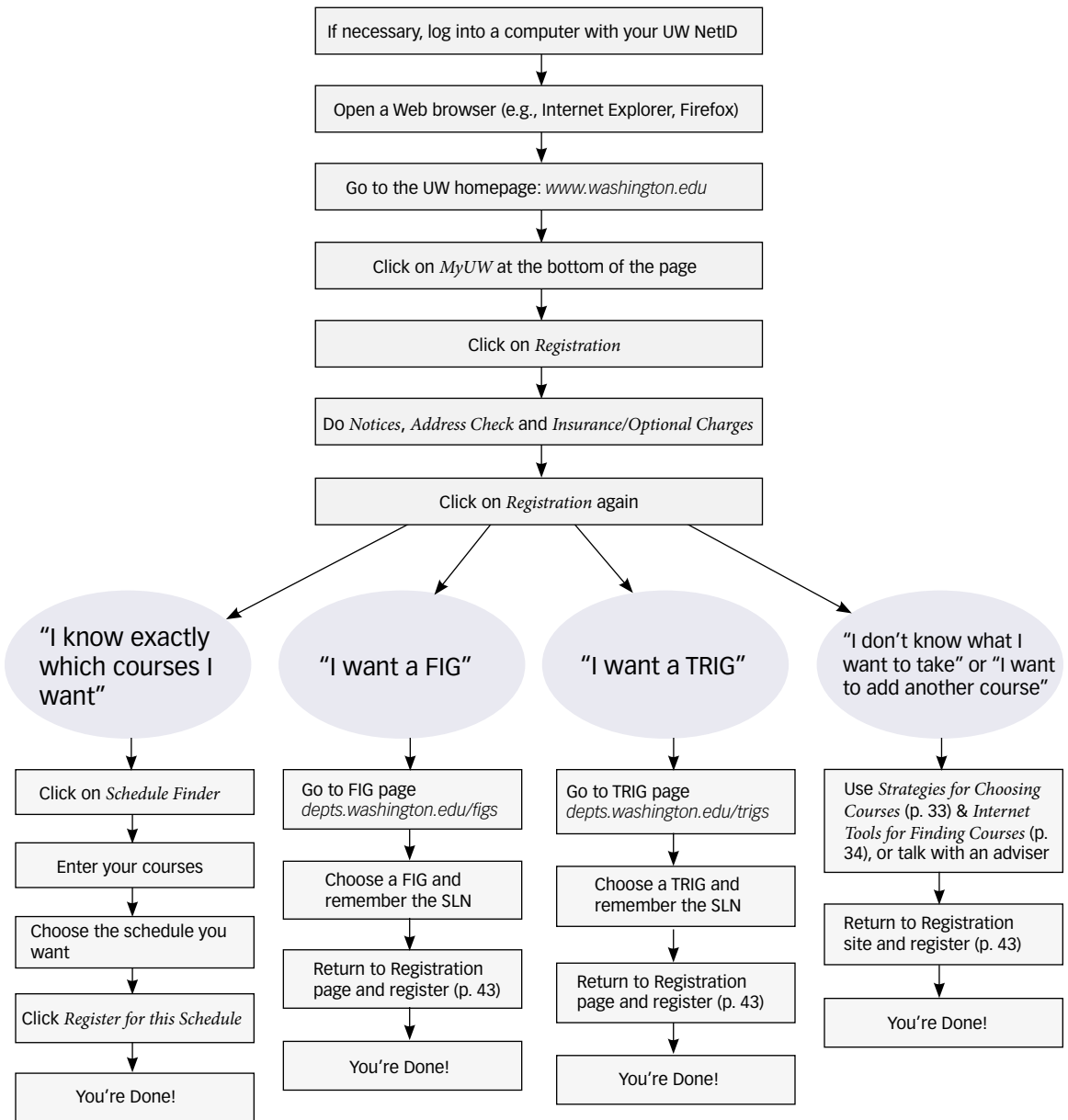
#### When do I register?

Your registration date is based on your class standing and the last digit of your student number.

0–44 credits	freshman
45–89 credits	sophomore
90–134 credits	junior
135+ credits	senior

Class standing for registration is determined by the number of credits completed, including transfer credits, *plus* the number of credits *in progress* at the UW. Your credit total is set two days before Period 1 begins; if you drop a class after that date, it won’t affect your class standing for registration. If you add credits after that date (e.g., transfer credits, late grades), you can ask to have your class standing adjusted. Your registration date appears prominently in MyUW

## Step-by-Step Registration Guide



## Web Registration

Web registration is in MyUW. In MyUW, select “Registration” in the Student Personal Services menu. The first time you attempt to register, and every Autumn quarter, there are four steps (see below). After your first quarter you only have to do steps 2–4.

### 1. Notices

You must read and acknowledge several notices before you can proceed with registration. You will get the following notices in your first quarter at the UW and every Autumn quarter thereafter: the Recording Industry Association of America (RIAA) notice, the campus safety (“Clery Act”) notice, and a notice regarding meningococcal meningitis.

You may also have a notice about voter registration when a federal or state election is approaching.

### 2. Address Check

Look through the information that appears and make sure everything is correct: local and permanent addresses, your parents’ address, the emergency contact, your selection for releasing directory information, and your selections for where you want things mailed. If you want to make any changes, click on the “Change of Address” link.

You can also add your contact information to UW Alert to be notified of official information during emergencies or crisis situations that may disrupt the normal operation of the UW or threaten the health or safety of the UW community.

You can change your entries at any time in the future by clicking on “Change of Address” in MyUW.

### 3. Insurance/Optional Charges

You must fill out this section, indicating whether you want student health insurance, whether you want to contribute to WashPIRG and the Washington Student Association, and whether you want to join ASUW. If you need more information click on the links.

When you have completed your entries, submit your request with the button at the bottom of the page. You’ll then receive a summary of your requests. Check to make sure everything is correct, and then proceed to step 4.

### 4. Registration

Click on “Registration” again, and this time you’ll go directly to the registration screen.

First, make sure you have the correct quarter. Then, enter the schedule line numbers for the courses you want to take in the SLN column. (Most of the time you won’t need to enter anything in the other boxes; see below for more information.) Submit the request by clicking the “Update Schedule” button at the bottom of the screen.

If there weren’t any problems with your request, the computer comes back with a green checkmark and the schedule of courses you are now registered for.

If there are any problems with your request—the course you requested is full, or you don’t have the prerequisite, or you need an entry code, etc.—you’ll receive a red error message describing the problem, usually with links to more information if you need it. You’ll need to fix the problems and resubmit.

### Submissions must be “clean”!

Although you can submit several requests at the same time (for example, drop one course and add another course), if there is a problem with any part of the submission then *no changes are made* to your schedule. If your request isn’t completely “clean,” then no part of the request will be carried out. You may have sent in a request to drop a course from your schedule, but if in the same submission you request to add a course for which you aren’t eligible, the course won’t be added *and* the other course won’t be dropped.

Always, always when you send a submission, read carefully what comes back and make sure you understand what your current schedule is.

### What are those other boxes?

**Add Code Or Faculty Number:** When you need special permission to add a class, you may have to secure an Add Code/Entry Code or Faculty Number. Add Codes are used for many reasons (see page 36), but Faculty Numbers are usually reserved for research or internship credits.

**Credits:** For some courses you choose the number of credits you’re taking. These are typically research, fieldwork, directed reading, and internship credits.

**Check To Select S/NS Grading:** Check this box only if you want to take the class on a Satisfactory/Not Satisfactory grading option. Click on the hyperlink to read more about how S/NS works, and also see page 11.

**Status:** If there is something wrong with your submission (i.e., it is not “clean”), the reason will appear in the status box.

### Exit the browser when you’re finished.

**Important:** When you finish any session in MyUW, always completely exit the browser—which means exit every window of the browser you have open. If you don’t, the next person who sits down at the computer has access to your grades, your addresses, and all the other confidential information in MyUW.

## After Registering

### Changing Your Schedule After Registration

#### Dropping and adding courses

Once you've registered, your schedule is not set in stone. You can make changes for quite some time. What should you think about when considering adding or dropping courses?

- If you're dropping a course and adding a course, be sure to submit both changes simultaneously in Web Registration. Why? Because if for some reason you can't add the course, the computer won't drop you from your course, either (see page 43).
- If dropping a course will take you below 12 credits, consider whether you need to have full-time student status. Typical reasons you may need to be full-time: for financial aid and some scholarships, if you are an international student, and to remain on your parents' health insurance.
- If dropping a course will change your tuition rate (e.g., if you go below 10 credits), you may still have to pay some or all of the difference in tuition. This is called "tuition forfeiture." For more: [f2.washington.edu/fm/sfs/tuition/forfeiture-refund](http://f2.washington.edu/fm/sfs/tuition/forfeiture-refund)
- You can't drop only part of a FIG or TRIG.
- To drop a whole FIG or TRIG, just drop the GEN ST 199 course and submit. The whole FIG or TRIG will be dropped.
- Courses move very quickly at the UW. Even missing the first few class meetings may put you far behind your classmates. If you plan to add a course after it begins, consider attending the course even before you're officially registered for it. If that's not feasible, ask your classmates and/or instructor for any material you missed from the first few days.

#### Alternatives to dropping

Before dropping a course you are having trouble in, consider your options. Talk with the instructor and/or TA about the problems you are having. If there is one, use the study center or writing center associated with the course (see pages 53 & 54). Take advantage of other campus resources listed in the "Academic Programs & Services" section of this planner. Also, consider the following alternatives:

- *Satisfactory/Not Satisfactory (S/NS)*  
You can change any course (except a Credit/No Credit course) to S/NS grading through the seventh week of the quarter. S/NS courses can't be used toward any graduation requirement except general electives, so think carefully! See page 11 for important information about S/NS grading.
- *Incomplete*  
If you're unable to complete the work required for a course before the end of the quarter, you can request an "incomplete" from the instructor. If s/he agrees, you will get extra time to finish the work. See page 11 for important information about Incompletes.
- *Hardship Withdrawal*  
If it is too late to drop a course (i.e., after the seventh week of the quarter) AND you have experienced a documented hardship (e.g., injury, death in the family), you can petition for a Hardship Withdrawal. If approved, this will result in "HW" being entered instead of a grade. You may request a Hardship Withdrawal for one or more courses, and can even submit retroactive requests for courses taken in recent previous quarters.
- *Withdrawal From All Courses*  
If none of the above options work in your situation, you can withdraw from ALL your courses right up through the last day of instruction. You won't receive credit for any courses taken in the quarter, and "W"s will be entered instead of grades. No explanation or documentation is required. If it's before the end of the seventh week of the quarter, just drop all your courses in Web Registration. After that you have to do it in person at 225 Schmitz Hall. There is no charge for withdrawing if you do it in person at Schmitz Hall.

### Dropping and adding through the first week (days 1–7) of the quarter

From the time you are first eligible to register through the first week of the quarter, there are no penalties or fees for making changes. Also, the changes do not appear on your transcript.

### Dropping and adding after the first week of the quarter

After the first week of the quarter it is still possible to make changes to your registration, but any change should be carefully considered. Restrictions are discussed below.

- *Weeks 2 And 3 (Days 8–21)*  
*Late Add Period*  
All courses added during this time require an entry code. Faculty are usually reluctant to allow a student to add a course after the first week of the quarter. A \$20 fee is charged, covering all registration transactions made on a single day.
- *Week 2 (Days 8–14)*  
*Unrestricted Drop Period*  
Courses dropped during this week do not appear on your transcript, but are subject to the \$20 change-of-registration fee and possible tuition forfeiture.
- *Weeks 3–7 (Day 15–end Of Week 7)*  
*Late Course Drop Period*  
Students may drop one course each academic year (Autumn through Summer quarters) after the 14th calendar day of the quarter. The course is recorded on your transcript, along with a “W” and a number indicating the week you dropped the course. A \$20 change-of-registration fee is charged, and you may be subject to tuition forfeiture.
- *Weeks 8–10*  
After week 7 you can’t drop an individual course, but you’re allowed to drop ALL your courses for the quarter through the last day of instruction. Again, in this instance, you will be subject to tuition forfeiture.



*The Broken Obelisk, a steel sculpture on the edge of Red Square, was a gift to the university from the Virginia Wright Fund. It is one of the few sculptures by Barnett Newman, who was known primarily for his abstract color field paintings. The work is 26 feet high and weighs two tons.*

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### Did you know?

*The University offers over 250 degrees within 150 programs across 3 campuses and 17 colleges and schools.*



## University Book Store

University Book Store was founded in 1900 by UW students for the purpose of serving their course material and other campus needs and providing savings and benefits to them whenever possible.

4326 University Way NE  
206-634-3400  
1-800-335-7323  
[ubookstore.com](http://ubookstore.com)

The store is organized as an independent business corporation and operated under the provisions of a trust agreement, solely for the benefit of UW students, faculty and staff. The store's board of trustees is made up of five UW students, four faculty members, one UW administrative officer, and the CEO of University Book Store.

### Determining your assigned textbooks

In the online Time Schedule, or in your current Registration screen in MyUW, click on "Display Textbooks." This will generate a list of the required and optional textbooks for your courses at that point in time. If you want to, you can then click on the icon for University Book Store and order the books online. Some courses require photocopied packets that you can buy at University Book Store or from campus copy centers.

You can also determine what textbooks are required and optional by visiting University Book Store in person. Textbooks are organized on the shelves by academic department and are labeled by course and section exactly as your instructors have specified. When shopping for textbooks, be sure you have your class schedule with you. Many courses require more than one book and often different sections of the same course will use different books.

Internet kiosks are available in the textbook department for your convenience. You can also search for your textbooks online at [ubookstore.com](http://ubookstore.com). Be sure you have your correct course and section designations or Schedule Line Number (SLN) when you conduct your search.

It is best to attend your classes and read the course syllabi before buying books listed as "not required," "optional," "do not buy in advance," or "recommended."

### When to buy your textbooks

You should shop for your textbooks as early as possible before classes begin each quarter. By doing so you'll save time, find a better selection of money-saving used books, and experience fewer "sold-out" situations. If you happen to buy a book by mistake, find you don't need a book, or drop a course, you can return it to University Book Store. Their refund policy is clearly posted in the Textbooks, as well as on your receipt and online. Be careful not to make any marks in a new textbook until you're certain you'll be staying in the course.

For more information and tips about textbooks, see [ubookstore.com](http://ubookstore.com).

### Late or out-of-stock books

Occasionally, the books you need will be late arriving or out of stock. If this happens University Book Store will take your name and contact information, email or call you when they arrive, and reserve copies for you.

### A word about the price of textbooks

University Book Store recognizes that textbooks are an expense of your education, and does everything possible to keep prices low. They do this by pricing textbooks lower than the industry average, providing a good selection of money-saving used textbooks, buying back textbooks from students at the end of the quarter, and providing the UW customer rebate on all textbook and other purchases made at University Book Store. More information on textbook pricing is available at [ubookstore.com](http://ubookstore.com).



### Textbook BuyBack

One of the most important ways University Book Store can save you money is by buying your textbooks back from you when you're finished with them. If you choose to take your payment in the form of a store voucher you will get an additional 10% back. The best time to sell your books is during finals week at the end of each quarter or before, if possible.

The prices offered for your used textbooks will depend on the bookstore's ability to resell them, which is based on whether a UW faculty member re-adopts a previously used book for a future quarter. Because many UW course requirements change each quarter, and publishers revise or update textbooks frequently, the buyback prices can vary widely. For books that are needed for courses the following quarter, University Book Store generally offers you 55% of the current new price, even if you bought the book used. For books that are not used in courses the following quarter but are still being used on college campuses elsewhere in the country, University Book Store pays the best price offered by the used book wholesalers they work with. University Book Store probably won't be able to buy back books that are outdated or have no outside market value.

When you sell your textbooks back to University Book Store you'll not only get the cash yourself, but you'll save money for the next student who needs the book you sold. On the other hand, some students prefer to keep some of their textbooks, particularly those for courses in their major. Textbooks can be great resources, especially when you are preparing for the exams required for application to graduate or professional school.

### UW Customer Rebate

University Book Store is one of only five college stores in the country that returns an annual rebate to students and other eligible campus customers based on their purchases from the store. The rate of this rebate is determined each year by the board of directors of University Book Store after a review of the financial performance and capital investment plans. The rebate was 10% for 2009–2010. All your purchases from University Book Store, except for certain computer hardware products, qualify for the UW Customer Rebate. All you need is a current Husky Card or UW staff identification card. There is no application or membership fee required. To participate see your cashier when making a purchase at any University Book Store location between July 1, 2010 through June 30, 2011. Rebates will be issued in September 2011.

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### Did you know?

*There are more than 700 registered student organizations on campus, ranging across these categories: Academic, Business, Cultural / International, Engineering, Fraternities & Sororities (IFC, PH, UGC & Other), Health Sciences, Honorary, Law, Living Groups, Medical/Dental/Nursing/Pharmacy, Performing, Political/Social Action, Recreation, Religious/Spiritual, Sciences, Special Interest, and Sports. See page 116 for a complete listing.*

